

Town of Primrose

Steps to developing, rezoning, or obtaining permits to construct buildings on your property

1) Review Town Ordinances, Town Land Use Plan, and prepare a preliminary plan.

Note: Time required for this process will be at least 2 months

2) Contact Town Clerk and ask to be placed on the next Planning Commission meeting. Meetings occur at 7:00 pm on the third Monday of each month.

3) Fully stake where you want to construct your driveway and/or building. At a designated day and time, plan to attend the on-site visit with members of the Planning Commission.

Based on the site visit, draw up and submit a final plan to the Clerk or a member of the Planning Commission. Another on-site visit might be requested by the PC to confirm your final plan.

4) At the next Planning Commission meeting a vote will probably be taken on your final plan. You must attend this meeting.

5) Ask the Town Clerk for Building Approval form and Driveway Permit applications. Request to be put on the agenda of the next Town Board meeting.

6) Make any adjustments necessary to the site stakes to comply with Town requirements. Request a site visit by the Board to approve your final plan. Contact the clerk if you need help arranging this site visit.

7) At the next Town Board meeting, your plan will be reviewed and voted upon. If it passes, you may apply to Dane County for a Zoning Permit. Submit your completed and signed Building Permit Approval form and your Driveway Permit to the Town Building Inspector.